

FirstSpirit™ Workflow

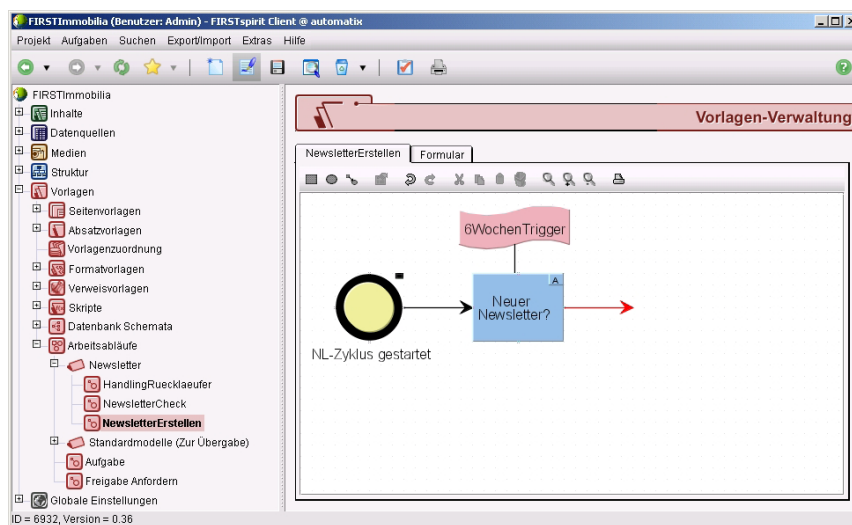
Every enterprise has established work procedures. These processes can be simply modeled and can run automatically for the content management area in FirstSpirit's workflow engine. With the workflow technology from FirstSpirit™ the Enterprise Content Management Solution advances to a tool that controls even complex workflows and efficiently brings them to the objective.

The workflow of a sample newsletter mailing, (described below), illustrates how simple it is to define and run different workflows within FirstSpirit™.

Workflow modeling

Workflows that are modeled in FirstSpirit™ consist of multiple states, activities, transitions, and optional scripts. These elements can be brought together to define concrete workflows in a simple-to-operate graphic user interface.

Individual status is symbolized as a circle, activities are symbolized as rectangles, transitions as arrows and scripts as "flags". A variety of attributes can be allocated via dialogs for all elements of the workflow. For instance a maximum retention period, responsible personnel, and typification, can be allocated to a status.



The beginning of a workflow model: From the start status, "NL cycle started", the system triggers the activity, "New newsletter?". The "6week trigger" automatically initiates the creation and mailing of newsletters every six weeks ...

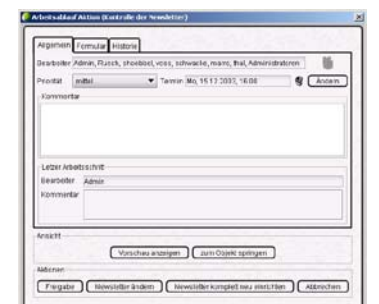
FirstSpirit™ Workflow:



Definition of the mailing list incl. mail text for an activity in the workflow.



Which workflows are permitted in an object (e.g. a page or a folder)?



Different actions can be executed, depending on the authorization.

On the other hand an activity can contain automated steps and a mailing, for instance. This mailing is freely configurable so that various messages can be sent to task creator, authorized personnel, responsible personnel, and mail recipients that can be freely defined.

Transitions from one activity to any number of status situations are also graphically modeled and are given attributes like a designation and authorizations. The transitions specify the actions that are possible in an activity. The actions defined in the model are transformed into “clickable” buttons in the concrete workflow instance without programming efforts: Thus a functioning workflow is automatically created from the model!

Allocation of the workflow to objects

Workflows, once defined, can be allocated to any number of objects within FirstSpirit™, and this allocation applies for all objects in the respective sub-tree. Thus, for instance, workflows can be applied to content, structure elements, media, and templates.

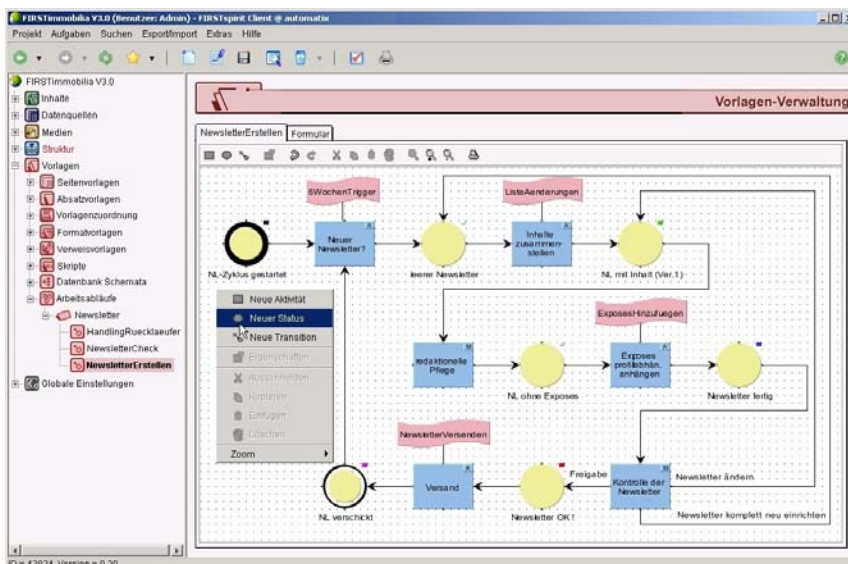
In addition, rights defined in the workflow can be modified for each of these object assignments: For example, if a workflow exists, which describes the creation of press releases incl. approvals and publication, then this workflow can also be used for the creation of news articles – even if other persons or groups are responsible.

Workflow execution

From start status the workflow will run its course by systematically following the transitions. In this regard the activities play an essential role:

- For an activity in the workflow model the work steps – manual and/or automatic – have been specified which must be executed here to enable the transition to a consecutive state.
- And the system has described which actions are possible at the end of the executed activity, through the transitions that “leave” the activity in the model as arrows. Thus at this point the responsible person can decide which consecutive state will be taken in by the workflow, and which additional activities will result from this.

While the workflow is in process, in addition to a history that is generated automatically, comments that have been entered manually are also available to editors to optimally support collaboration on a workflow.



Even complex workflows can be modeled in FirstSpirit™.

